

OVERTIME REQUEST FREQUENTLY ASKED QUESTIONS

Q1. How do I submit an Overtime / Comp-time / Holiday Worked request?

A1. On your timesheet, select the OT Request icon located on the green command bar at the top of the timesheet.

This will bring you to the List OT Request page. The summary of any existing requests is displayed.

1. Push the "New Request" button.
2. Fill in the total number of requested hours next to the appropriate hour type.
3. Enter a justification for the request.
4. Select an Approver.
5. Select the pay period in which the requested hours will be used.
6. Push "Submit for Approval" button.

Q2. Why am I getting a "Critical_100" error on my timesheet?

A2. A critical error will occur when the timesheet contains OT, CTE, RCTE, or HW hours and a request has not been submitted. To correct this error you will need to create and submit a request to your approver. A timesheet containing OT, CTE, RCTE, or HW hours without a request may not be approved.

Q3. I've submitted a request why am I getting a "Critical_101" error on my timesheet?

A3. A critical error will occur when the timesheet contains unapproved OT, CTE, RCTE, or HW hours. The approver needs to review and approve the request before this error will go away. A timesheet with unapproved OT, CTE, RCTE, or HW hours may not be approved.

Q4. May I submit multiple requests at one time?

A4. Yes, the OT request form allows OT, CTE, RCTE, and HW requests to be submitted at the same time.

Q5. When am I allowed to submit a request for Holiday Work hours?

A5. Holiday Work (HW) hours may only be selected if a Holiday exists in the requested pay period. An error will occur if HW hours are requested during a pay period that does not contain a holiday. The request may be submitted at any time before and during the pay period containing the holiday.

Q6. May I request Compensatory Time in lieu of Overtime?

A6. Compensatory Time in lieu of Overtime is allowed if you have an hourly rate less than or equal to GS10/S10 or if you are a non-exempt employee with a grade/step greater than GS10/S10. An employee must request his or her own "CTE in lieu of OT". This option will not be visible if you are requesting hours for someone else.

Q7. May I request Overtime in lieu of Compensatory Time?

A7. If your hourly rate exceeds GS10/S10 and you are an exempt employee, you should be recording Compensatory Time. A request for "OT in Lieu of CTE" is dependent on center level policies.

Q8. May I submit a request several pay periods in advance?

A8. Yes, requests may be made up to six pay periods in advance.

Q9. How will I know if my request has been approved?

A9. You will receive an automatic email when your approver has either approved or disapproved your request. Also, the total number of approved hours for the pay period will be visible at the bottom of your timesheet, next to the timesheet "Grand Total". The status of your request is available at any time on the List OT Request page.